



STATE OF ARKANSAS

Department of Veterans Affairs

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Mike Beebe
Governor

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Director

PERSONNEL

ADVAP 2-15

July 1, 2009

Drug Free Workplace

1. GENERAL: The Drug Free Workplace Act of 1988 requires contractors and grantees of federal agencies to certify that they will provide a drug free workplace. It is in the best interest of the people of the State of Arkansas that the standards established by this Act be applied to all agencies of the state regardless of whether the agency receives federal contracts or grants as set forth in Executive Order 89-2.

2. POLICY: It is the policy of the State of Arkansas that the unlawful manufacture, distribution; dispensation, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination. The complete Drug Free Workplace policy is found at Attachment 1.

3. PROCEDURE:

a. The Management Project Analyst II (Personnel and Finance Manager), Arkansas Department of Veterans Affairs; the Administrator/Management Project Analyst, Arkansas Veterans Home; the Management Project Analyst II/Cemetery Director, Arkansas State Veterans Cemetery will:

- 1) Give each new employee a copy of this policy during orientation.
- 2) Have the employee sign an acknowledgement certifying receipt of the agency's policy. The acknowledgement is at Attachment 2.

b. The Administrator of the Arkansas Veterans Home and the Management Project Analyst II/Cemetery Director will:

- 1) Forward the employee's signed acknowledgement to the Management Project Analyst II (Personnel and Finance Manager), Arkansas Department of Veterans Affairs.
- c. The Management Project Analyst II (Personnel and Finance Manager), Arkansas Department of Veterans Affairs will:
 - 1) File the acknowledgement in the employee's personnel file.
 - 2) Notify the Contract Review and Evaluation Division, United States Department of Veterans Affairs within ten (10) days after receiving notice from the employee or otherwise receives actual notice of an employee's conviction.
6. SUPERSESSION: This procedure supersedes, ADVAP 2-15, April 1, 1994, in its entirety.
7. FORMS PRESCRIBED: None.

By:

DAVID FLETCHER
Director

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